

March 31, 1994

VHA MEMORANDUM  
NO. 10-94-002

PREPARING VA FORM 7468, REQUEST FOR DISPOSITION OF RECORDS,  
AND PROCESSING VHA RECORDS FOR STORAGE

1. PURPOSE: This memorandum is issued to provide procedures to effect the transfer of inactive Veterans Health Administration (VHA) records from agency office space to the Department of Veterans Affairs Central Office (VACO) Records Storage Area (031B1A) or to the Washington National Records Center (WNRC). It replaces Memorandum 10-92-003.

2. POLICY

a. VHA records are maintained in accordance with retention and disposal requirements of Records Control Schedule (RCS) 10-1, which is the main authority for the retention and disposition of agency records. VHA Central Office records are sometimes maintained pursuant to the National Archives and Records Administration's (NARA) General Records Schedules (GRS), Appendix A of OI-1, Central Office Operating Instructions, and other applicable records control schedules.

b. OI-1, Part I, Chapters 2 and 4, MP-1, Part II, Chapter 1 and the VHA Supplement to it, provide the overall policy and procedures for effective records management.

3. ACTION

a. Responsibility of VA Central Office Officials and Employees

(1) The Director, Medical Administration Service (MAS) (161B), is responsible for direction of an extensive records management program in VHA.

(2) The Chief, Directives, Forms and Records Management Staff (161B4), as the agency's Records Management Officer, is responsible for developing policy and procedures for records management within the framework of department-wide standards. As part of this responsibility, requests for disposition of records are processed in compliance with authorized records retention requirements and disposition standards.

(3) Office and service directors are responsible for adhering to sound records management principles and ensuring that records are disposed of in accordance with Federal law and pursuant to the Agency records disposition procedures.

THIS VHA MEMORANDUM EXPIRES MARCH 31, 1997

(4) Employees are responsible for complying with the agency's records disposition procedures and are responsible for preserving and protecting records against unauthorized destruction.

(5) The Director, VACO Support Service, is responsible for operating and maintaining a records storage area in VACO and is also responsible for the transfer of inactive VACO records to WNRC.

b. Eligibility for Records Disposition. Inactive records are to be stored either in the VACO Records Storage Area or WNRC. Long term records are to be transferred through VACO Records Storage Area to the Washington National Records Center (WNRC) for storage. Short term records are to be transferred to VACO Records Storage Area for local storage. Nonrecord material should be destroyed when no longer needed for reference purposes and in accordance with applicable directives. Unappraised records can be stored in the VACO Records Storage Area pending approval of an Standard Form 115, Request for Records Disposition Authority. However, the VHA Records Officer must approve request to store unappraised records in VACO Records Storage. Records intended for storage at the WNRC must have a remaining retention requirement of at least 3 years before they will be accepted at the WNRC.

c.

Instructions for Completing VA Form 7468, Request for Disposition of Records

(1) VA Form 7468, Request for Disposition of Records, is to be used to effect the transfer of inactive records to the VACO Records Storage Area and to initiate action for the retirement of records to WNRC. It is also used to document the destruction of records. The office requesting disposal of the records will prepare VA Form 7468 in accordance with this memorandum.

(2) Each records series must be listed in an approved records control schedule such as RCS 10-1, Appendix A of OI-1, or other appropriate records control schedules. While unappraised records can be stored in the VACO Records Storage Area, no destruction action will be taken on unappraised records. Unappraised records will be retained indefinitely until they can be appraised to determine their record retention value by the agency's records management officials.

(3) VA Form 7468 should be completely filled-out. Three copies of the form will be processed when requesting storage for the records. Two copies will be processed when requesting immediate destruction of the records (Att. A provides instructions for completing the form).

d. Preparation of Records for Storage

(1) Review the records to remove extraneous material such as worksheets, notes, identical copies of the records, etc. Paper clips, rubber bands, and clip binders are to be removed from the records. All material must be filed in folders, binders, or envelopes. All folders, binders, and envelopes must be properly labeled consistent with the content of the records. Labels must be affixed on the tab at the top of the folder. Letter-size folders must face the front of the box. Legal-size folders must face the left side of the box. Each box must have a listing of its contents and the record material must be in the same arrangement as indicated on the listing.

(2) Only authorized records storage boxes are to be used. The authorized storage box used to transfer records to the VACO Records Storage Area is a cardboard carton measuring 14 3/4" x 12" x 9 1/2". Records storage boxes may be obtained from local supply channels. Boxes of records are not to be marked in any manner. Boxes are to be prepared for storage pursuant to OI-1, Part I, Chapter 2.

e. Unappraised and Unscheduled Records. Records with authorized retention requirements will be stored until expiration of their destruction dates. Unappraised records may be stored under emergency conditions on a case-by-case basis. However, appropriate action must be taken so that the records can be scheduled with NARA. MAS (161B4) is to be contacted whenever unappraised and unscheduled records are identified.

f. Retrieval of Records. Requests to recall records will be made through the agency's records management officials to the Records Storage Area. The actual location of the records can be obtained from MAS (161B4). Using a copy of the VA Form 7468, requesters should provide the title and description of the records, and the date the form was signed by the transferring office.

#### 4. REFERENCES

- a. MP-1, Part II, Chapter 1; VHA Supplement to MP-1
- b. RCS 10-1
- c. OI-1, Appendix A
- d. General Records Schedules
- e. OI-1, Part I, Chapters 2 and 4

5. FOLLOW-UP RESPONSIBILITY: VHA Records Management Officer (161B4).

6. RESCISSIONS: Memorandum 10-92-003 is rescinded. This VHA Memorandum will expire March 31, 1997.

Signed 3/31/94 Dennis Smith  
for  
John T. Farrar, M.D.  
Acting Under Secretary for Health

Attachment

DISTRIBUTION: CO: E-mailed 4/1/94  
FLD: RD - FAX 4/1/94

ATTACHMENT A

INSTRUCTIONS FOR COMPLETING VA FORM 7468

VA Form 7468, Requests for Records Disposition, should be completed as follows:

BLOCK  
ACTION

1  
Insert mail routing symbol 031B1A for VA Central Office Records Storage Area.

2  
Title of office requesting records disposal action.

3  
Mail routing symbol for office requesting records disposition action.

4  
Room number and building where the records are to be picked-up.

5 & 6  
Name and telephone number of individual to whom questions can be referred to.

7  
Leave blank (item not applicable).

8  
Insert the title and description of the records as provided in the appropriate records control schedule, e.g., RCS 10-1, Appendix A of OI-1, etc.

9a-g  
Check the applicable size and type of records.

10  
The cutoff period for records should be indicated as shown in the examples below:

January 1, 1994, through December 31, 1994, or CY 1994

October 1, 1993, through September 30, 1994, or FY 1994

11  
Indicate the number of boxes to be transferred.

12

Indicate the file sequence: alphabetical, numeric, subject-numeric, etc.

13

Indicate the cubic feet of the total number of boxes to be transferred. Note: Each records storage box is equivalent to one cubic foot.

14

Leave blank or indicate NA for not applicable. Linear foot measurement is no longer used for records storage purposes.

15a-g

Check the appropriate disposition action requested, e.g., "destroy immediately." Note: The destruction date for the records must coincide with the expiration date for the records.

16 a,b,c

Provide the appropriate authority, item number and page number that establish retention requirements and disposition standards for the records. Authorities are obtained from the RCS 10-1, Appendix A of OI-1, etc.

17 a,e

Signature of program official.

18a,b

Leave blank. The VHA Records Officer will sign and date.

19a,b

Leave blank. VA Central Office Records Official will sign and date after disposition action has been completed.